



DEPARTMENT OF EDUCATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF EDUCATION	RELEASE DATE:	Monday, June 7, 2010
POSITION TITLE:	Director, State Special Schools and Services Division	FINAL FILING DATE:	Wednesday, July 7, 2010
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	06042010_2

POSITION DESCRIPTION

The Director of the State Special Schools and Services Division directly oversees the administration of the two California Schools for the Deaf (Fremont and Riverside), the California School for the Blind (Fremont) and the three Diagnostic Centers (Fremont, Fresno, Los Angeles). The State Special Schools provide a variety of direct services to more than 1,000 infants, toddlers, and school-aged pupils. The Diagnostic Centers provide assessment services to more than 2,000 students with special needs each year. Both the schools and the centers provide staff development and training opportunities to staff from Local Education Agencies (LEA) throughout California.

The Director also provides administrative oversight to staff in the Division Office in Sacramento and performs the following duties:

- Supervises, assists and supports three State Special School Superintendents, three Diagnostic Center Directors and Division Office staff. Provides overall direction and leadership to School Superintendents and Center Directors in the development of new and innovative programs and services to LEA staff and the students they serve.
- Directs the development and implementation of policies and procedures related to the program's operations, business/support functions and personnel practices. Works with management and upper level supervisors to ensure consistent and appropriate procedures are in place according to all state and federal legal requirements.
- Provides ongoing support, consultation and technical assistance to all Division managers and supervisors on personnel issues, corrective actions and formal discipline needed for any of its 1,100 employees.
- Actively works with headquarters staff at all levels to promote and ensure effective communication and collaboration so that the mission and goals of CDE can be accomplished more fully. This is done by participating in a variety of meetings, work groups, and task forces across Branch and Division lines.
- Develops effective relationships with a variety of external agencies, offices, and organizations to promote the mission of CDE and ensure current and future needs at the State Special Schools and Diagnostic Centers are met. These include, but are not limited to, the Department of Personnel Administration, the Department of Finance, the Legislative Analyst Office, applicable employee union associations, the California State Legislature, the Governor's Office, the Special Education Local Plan Area Organization, the County

Superintendent's Association, and the Advisory Commission on Special Education.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies

(experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Experience at the administrative level developing, implementing and applying special education laws, rules, regulations, and policies. 2. Experience at the administrative level developing and monitoring special needs assessment tools and diagnostic evaluations. 3. Experience at the administrative level managing and/or coordinating education programs for Deaf, hard of hearing, blind or visually impaired students. 4. Experience at the administrative level overseeing the assessment of curriculum quality, evaluation of testing results, and provision of educational and vocational guidance for instructional staff. 5. Experience at the administrative level managing multidisciplinary professional and technical staff in order to advance the activities of a diverse organizational structure. 6. Experience at the administrative level working with the Legislature and stakeholders to advocate for and negotiate funding appropriations required to maintain state or federally funded programs.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, State Special Schools and Services Division**, with the **DEPARTMENT OF EDUCATION**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. To obtain list eligibility, a passing score of 70% must be

obtained. All applicants will be notified of the results.

FILING INSTRUCTIONS

Interested applicants must submit:

- A standard State Application (STD. 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed.
- A Statement of Qualifications which describes your experience, knowledge and abilities as they relate to each “Desirable Qualification” factor listed under the “Desirable Qualifications” section of this bulletin. You must provide specific examples for each Desirable Qualification factor.
- The Desirable Qualification factors must be addressed and numbered in the same order as listed. The Statement of Qualifications should not exceed three pages in length with a minimum font size of 10 pitch.
- Applications submitted without a Statement of Qualifications will be rejected from this examination.

Applications must be submitted by the final filing date to:

DEPARTMENT OF EDUCATION, Selection Services Office
1430 N Street, Room 1802, Sacramento, CA 95814
Susan Bulmer | (916) 319-0688 | sbulmer@cde.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF EDUCATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>